

Miami-Dade County Public Schools

Bid #014-EE05 OFFICE SUPPLIES, CATALOG DISCOUNT

Q&A's

(Received by 11-05-2004)

Question 1:

My question is in reference to Special Condition #22: AUTHORIZED DEALER or MANUFACTURER'S CERTIFICATION

My understanding from reading this condition is that you are requiring a letter from all manufacturers included in the wholesaler catalog. There are over 287 manufacturers listed in the SP Richards catalog alone, and at least another 50 different manufacturers in the United catalog. Firstly, with less than one week (7 days) to accomplish this task and secondly the fact that many of these manufacturers only have a relationship with the wholesaler; will a letter from the catalog producer (i.e. SP Richards and/or United Stationers meet the requirements of this condition?

Answer 1:

Special Condition #22 has been revised, and the Bid Opening Date is postponed to Monday, November 15, 2004, to allow participating bidders to view the addendum. Please see Addendum 1 attached to this bid on the Miami-Dade County Public Schools website: <http://www.dadeschools.net>. Bidders are not required to submit with their bid proposal a manufacturer's certification as an authorized dealer. Should Procurement Management Services request such confirmation after award of the contract, a vendor has a period of five (5) days to respond in writing.

Question 2:

Written request for bid tabulations and pricing for past bids.

Answer 2:

The expiring Bid #148-AA11 was awarded to nine (9) of fourteen (14) bidders providing verifiable discounts ranging between 50.00% and 55.10% off published prices. The awardees and their respective bids were: Apricot Office Supplies & Furniture, Inc. (51.00%); Best Wholesale Office Products (55.10%); Boise Cascade Office Products (55.00%); Corporate Express (55.00%); Galloway Office Supplies & Equipment (50.00%); Office Depot (55.00%); Office Express, Inc. (51.00%); Skagseth-Bryant dba Skags Office Products (51.00%); Smith Office & Computer Supply (55.00%).

Question 3:

- (1) The post card was delivered to our OLD location. I tried to change our address on your website, but I do not see a place where vendors are listed. How do we change our address? Could I submit the address change with the bid paperwork I deliver to you on November 9th?
- (2) Special Conditions (CATALOG LABEL), there is a line referring to Vendor or Bidder Name & M-DCPS #. What do I write as the M-DCPS # beside our company name?

Answer 3:

- (1) Please fill out the information requested at the bottom of the Bidder Qualification Form, as well as the Bid Proposal Form (Format B) and the cover sheet to Addendum 1, stating most current information available. To make future changes or additions to vendor data or to the commodity lists, please download from our website a new vendor application form and send it or a letter detailing the changes, on company letterhead, to my attention.
- (2) Your M-DCPS # is your vendor number issued by Miami-Dade County Public Schools upon your formal written application to do business with the School Board. If you are already registered with us, and you were notified of this bid opportunity in writing, your number may appear above your company name and address on the mailing label. Vendors not yet registered will not have an M-DCPS number issued to them. The Sample and Catalog Labels referenced in the Special Conditions are for your future use and do not need to be completed as part of your bid proposal.

Question 4:

Written inquiry about No Bid procedures, if sent Bid Notice for items not handled by vendor.

Answer 4:

Please fill out the No Bid response card for our records, and return it by the due date.